

# CHECKLIST FOR WEST VIRGINIA DRINKING WATER TREATMENT REVOLVING FUND

## Set-Aside Funded Activities FY 2004 End-Of-Year Report

November 2004

This checklist consists of the activities in WV DHHR work plan for the TRF set-aside funded activities. It is meant to assist in the tracking of tasks completed and aid in evaluating the state's progress in accomplishing these activities. **Note:** Activities funded under the 4% DWSRF set-aside are evaluated by EPA Region III's Municipal Financial Assistance Branch and are included in this report as FYI only.

ACTIVITY	Completed ?	COMMENTS
<b>4% Set-Aside</b>		
<p>1. Market the DWTRF Program by regularly updating the web page, providing articles on the Health Department in other newsletters, speaking to different organizations and civic groups, participating as an exhibitor at organizations conferences and communicate with systems directly.</p>		<p>Staff members have spoken at various organizations such as the Association of Consulting Engineers, Public Service Commission Board Members training. Articles have been written for the Public Service Commission newsletter and Contractors Association. The web page is updated as needed. Staff members have met with representatives of Public Water Systems to inform them of the program. The office was represented at the West Virginia Engineering and Contractors Trade Exposition and at the West Virginia Rural Water Association's annual conference.</p>

ACTIVITY	Complete d ?	COMMENTS
<b>4% Set-Aside</b>		
2. Provide information clearinghouse and service referral system.	Ongoing	This is accomplished through our work with the Infrastructure and Jobs Development Council in reviewing applications and making funding recommendations.
3. Prepare annual Intended Use Plan and Capitalization Grant applications.	Ongoing	Annually the staff will prepare an Intended Use Plan and Capitalization Grant that will be submitted to EPA.
4. Coordinate reports, audits and reviews with EPA.	Ongoing	EPA is provided copies of audits of the program and other reports as necessary.
5. Evaluate and rank potential projects including all parts of the evaluation process. (i.e., input by applicants, information learned from sanitary surveys, operational reports, compliance histories, capacity development assessments and the status of the unserved and under served population)	Ongoing	The applications that are deemed financially and technically acceptable by the Infrastructure and Jobs Development Council are scored by our staff. These projects are then ranked according to the criteria as described in the IUP and displayed on the web page.
6. Review and approve management and operational contracts (especially where management and/or operational entity may not be the owner of the system).	Ongoing	This is reviewed as part of the Infrastructure and Jobs Development Council Application.

ACTIVITY	Completed ?	COMMENTS
<b>4% Set-Aside</b>		
7. Integrate pre-application activities	Ongoing	This is continuing to be accomplished through the regular meetings of the Infrastructure and Jobs Development Council.
8. Monitor construction progress. Process change orders as needed.	Ongoing	Projects under construction continue to be monitored through communication with the project engineer. Change orders are approved by the BPH staff.
9. Assess capacity development of systems applying for DWTRF assistance.	Ongoing	Each project that is offered funding from the DWTRF program has a capacity development assessment and the results are reviewed. Capacity Development staff make recommendations concerning what steps are needed for a system to upgrade their financial, managerial and technical capabilities in order to receive SRF assistance. (Reference West Virginia Drinking Water Treatment State Fund State Fiscal Year 2004 Annual Report and 2004 Capacity Development Annual Report.)
10. Approve system operations following construction and system startup.	Ongoing	The project engineer for the construction project is to issue a letter of substantial completion for the project. This is reviewed by BPH staff.
11. Develop the DWTRF to ensure the long term perpetuity of the fund where after the initial capitalization years, the loan repayments in the fund will be used to finance additional projects.	Ongoing	The repayments of the loans are tracked and monitored. The BPH staff works with the Water Development Authority in determining that the loan conditions are being met and that the loans will be repaid. The staff has taken training in the financial planning model and has attempted to project the funding possibilities for future. (Reference West Virginia Drinking Water Treatment State Fund State Fiscal Year 2004 Annual Report )

ACTIVITY	Completed ?	COMMENTS
<b>15% Set-Aside</b>		
1. Complete scheduled number of source water assessments.		As of 9-30-04, completed 99.7% of source water assessments (ground and surface sources for community and non-community) for the PWS. Assessments are on-going.
2. Establish and implement wellhead protection activities for 450 small systems.		As of 9-30-04, 691 non-community systems completed. Actual number completed is higher than goal.
3. Sponsor Water Awareness Symposium		5 symposiums were held this fiscal year. Estimated attendance is 20-25 persons per session. Symposium entitled: "From Source Water Assessments to Protection – A Tool Kit for Action."
4. Complete Pump Yield & Drawdown Test Method pamphlet		Waiting on the recommendations from the Water Well Design Task Force before development of pamphlet. Estimated task force completion date is winter 2004, at which time we will submit to contractor for pamphlet development.
5. Develop Hydro-geology and Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River, West Virginia (i.e., developing models and/or tools; OEHS proficiency)		Report from the USGS on the Hydrogeology - Simulation of Groundwater Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River. Waiting on finalized print.

6. UIC WHPP Program Contract - targeting delineated source water protection areas (i.e., 4 goals set forth in 2001 Workplan).		WV DEP has completed site assessments on 1,044 sites as of March 2004. Targeted source water protection areas and inventorying all potential Class 5 wells and underground injection tanks. DEP is currently evaluating the potential risk or regulatory action to eliminate the risk.
7. WHP Grants - establish and develop local WHP programs for groundwater sources. Review proposed projects. <b>Comment on number or grants awarded and potential projects under review.</b>	On-going	Our goal is to have a grant program for source water improvements. Currently WVDHHR does not have the authority to authorize or administer grants. We are seeking ways to surmount this problem, or acquire the authority via legislative processes.
8. USGS Study - evaluate the distribution of methane gas in gw, in water associated with public and other types of water supplies. Publish one-page fact sheet that may be used by appropriate agencies to inform public of potential dangers.	On-going	The agreement was signed on November 29, 2004 by the State of West Virginia.
9. Teacher Groundwater Educational Workshops - provide training to teachers in the importance of protecting gw and the use of the gw sand tank model. Provide modules to schools or county school boards.	On-going	We plan to develop a contract to purchase 10 groundwater flow models to be used by teachers who have completed applicable training to teach their students. We remain available to assist in every opportunity to educate and train all citizens of our state.

10. Capacity Development Calendar - Identify classes, prepare 6-month calendar, print and distribute to water systems. Provide listing of drinking water classes available and other helpful and interesting information to water operators.	On-going	A 6-month calendar is prepared, in conjunction with the West Virginia Drinking Water Education and Training Coalition. The calendar identifies classes presented by members of the coalition as well as water treatment operator continuing education hour courses.
ACTIVITY	Completed ?	COMMENTS
<b>10% Set-Aside</b>		
<b>A. PROGRAM MANAGEMENT</b>		
<b>A.1.</b> Report on activities of the Cross Connection Program.		A full certification class has been developed called "A Backflow Prevention Assembly Inspector/Tester." This class is provided at least twice per year and is directly related to the ASSE certification class.
<b>A.2.</b> Implement SDWA Rules for 2004.	Yes	All rules implemented in accordance with primacy requirements with exception of arsenic. (Authority to adopt revised MCL to be approved in 2004 state legislative session)
<b>A.3.</b> Provide training and proper equipment to staff.	Ongoing	This continues as staff is made aware of training opportunities and equipment is purchased as needed and funds are available.

<b>A.4.</b> Emphasize public information / outreach (i.e., CCR, public awareness, latest regulations).		<p>Assistance was provided to many of the water systems in the preparation of their CCRs. Staff participated in three booth exhibits displaying an informational board and various brochures; also three opportunities to provide training to the WV Public Service Commissioner's course.</p> <p>Staff has also conducted the following out-reach opportunities:  4 fluoride classes; 4 Class I; 2 Class II and 5 Class 1D. District office personnel conduct multiple 1D classes on an "as-needed" basis.  Five additional Class I sessions were conducted by West Virginia Rural Water Association (WVRWA).</p>
<b>A.5.</b> Conduct capacity development assessments	Ongoing	Staff conducts capacity development assessments. By adding additional staff members, our goal is to increase the number of assessments conducted for next reporting period. assistance.
<b>B. CAPACITY DEVELOPMENT PROGRAM</b>		
<b>B.6.</b> Maintain/update capacity development web page	Yes	This has been accomplished and will continue to be updated as necessary.
<b>B.7.</b> Complete and publish necessary capacity development program reports	Ongoing	Assessments are continuing to be completed and are being distributed as necessary.
<b>C. DATA &amp; INFORMATION</b>		

<b>SYSTEM MANAGEMENT</b>		
<b>C.8.</b> Report on activities of Data and Information System Planning and Policy Team.		An informal team approach is being used in order to develop interim- and long-term strategies for needs of the database maintenance. Preliminary steps have begun to develop a module that will be used by the district offices to integrate with SDWIS. This will improve the accuracy of the data and decrease the hours necessary to in-put data into SDWIS.
<b>C.9.</b> Eliminate and consolidate independent, individual data bases. Establish a common system inventory file.		Estimate 95% complete. All persons have access to SDWIS/State (the common database). Some district staff still need training on the SDWIS/State software.
<b>C.10.</b> Provide training to district office staff as well as new employees on an as-needed basis.		SDWIS 8.0 training has been performed for those individuals using it on a daily basis.
<b>ACTIVITY</b>	<b>Completed ?</b>	<b>COMMENTS</b>
<b>10% Set-Aside</b>		
<b>C.11.</b> Administer and direct an improved information management system for use by management, staff and other agencies.		SDWIS is available to management and staff; however, it will not be available to other state agencies until SDWIS is posted to the internet. Our goal for this to happen is the third quarter 2005.
<b>D. OPERATOR TRAINING and CERTIFICATION</b>		
		A CEH review committee meets at least once per month to review submitted courses. An



<b>D.12.</b> Review courses submitted for continuing education hours (CEH).	Ongoing	independent stakeholder committee concurrently reviews the same information, with recommendations forwarded to our committee assistance. (Reference West Virginia Drinking Water Treatment State Fund State Fiscal Year 2004 Annual Report )
<b>D.13.</b> Evaluate re-certification procedures within EED.	Ongoing	Re-certification procedures are evaluated on a regular basis.
<b>D.14.</b> Increase the number of courses and class sizes for Class 1 operator certification classes. Report on activities since the last end-of-year report.	Yes	Contracted four additional Class 1 Courses with WVRWA during this period. Class sizes are subjective, based on the # registered. Our organization also held three (3) additional Class 1 Courses beyond our normal yearly load. We will be assuming the same plan for the year coming.
<b>D.15.</b> Teach water related courses to outside organizations. Report on activities since the last end-of-year report.	Yes	Currently teach water related courses at the Water Systems Council (WSC) conference, the yearly exposition, Public Service Commission Board members, City councils, and various other agencies, public and private.
<b>D.16.</b> Attend courses provided for continuing education.	Yes	Staff have attended water and wastewater related training to further their knowledge. Specific classes include the Fluoride Operations (CDC), Developing a Curriculum (DACUM) facilitator training to help with validation of job tasks, pertinent curriculum and exams.
<b>D.17.</b> Participate in Drinking Water Education and Training Coalition meetings	Yes	BPH staff continues to be an active member of the Coalition.

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<b>D.18.</b> Participate in the development, production and distribution of a water operator training calendar	Yes	On-going; continues each six months. Training and testing dates posted on our webpage.
<b>D.19.</b> Purchase training aids, equipment, study guides and reference materials to assist in training.	Ongoing	Purchased Class I training manuals. Purchased a remote control for instructors' use in PowerPoint presentations. Identified backups for instructors.
<b>D.20.</b> Prepare and distribute a newsletter to communicate regulatory changes and other useful information to water treatment operators.	Ongoing	<i>Drips and Drops</i> continues to be published on a quarterly basis and sent to all water systems. Established a CD library for class facilitator for emergency situations when an instructor is unable to attend training.
<b>D.21.</b> Cooperate with AWWA in recognizing and promoting the achievements of water operators. Report on activities since the last end-of-year report.	Ongoing	Each year AWWA presents the Perkins Boyton operator award to an outstanding water operator from a large system and a small system. The BPH district engineers provide input in the selection of the recipients and were involved in the presentation of the award.
<b>ACTIVITY</b>	<b>Completed ?</b>	<b>COMMENTS</b>

2% Set-Aside		
1. Enter into contract with WVRWA to provide technical assistance to small systems. Report on activities since the last end-of-year report.	Ongoing	Contract with the Association is renewed each year and they continue to provide educational training and assistance geared to the water plant operators.

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